



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD #02/06
January 12, 2006

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Designee for Rules Distribution
Employee Representatives
Media Representatives

FROM:  Jeanne Greene, Director
Department of Personnel

SUBJECT: PRELIMINARY PERSONNEL COMMISSION AGENDA

The items listed below are tentatively scheduled for the Personnel Commission meeting on February 10, 2006, beginning at 9:00 a.m. The meeting will be held in Las Vegas at the Grant Sawyer Building, Room 4401, 555 East Washington Avenue, and via videoconferencing in Carson City at the Legislative Building, Room 4100, 401 South Carson Street.

NOTE: Agenda items may be heard in a different order than listed, at the discretion of the Chair.

- I. Call to Order - 9:00 a.m.
- II. *Adoption of Agenda
- III. *Minutes of Previous Meeting
- IV. *Conflicting Activities/Penalties
Nevada Commission on Ethics
 - A. Policy on Prohibited Activities
 - B. Policy on Public Information

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- V. *Pre-Employment Screening of Controlled Substances
 - A. Positions to be added to the list of classes affecting public safety
 - B. Positions to be removed from the list of classes affecting public safety

- VI. *Proposed Regulation Changes to Nevada Administrative Code, Chapter 284
NEW Workers' Compensation Travel Leave

- VII. *Proposed Class Specifications
 - A. Biologist series
 - B. Chief, Resource Management
 - C. Fire Management Coordinator
 - D. Conservation Camp Manager
 - E. Conservation Camp Supervisor series

- VIII. *Occupational Group Study Revised Class Specifications
Fiscal Management & Staff Services occupational group
 - 1. Subgroup: Property Appraisal, Valuation & Acquisition
 - a. Chief, Division of Assessment Standards
 - b. Coordinator, Assessment Standards
 - c. Supervisor, Central Assessment Properties
 - d. Supervisor, Local Assessment Properties
 - e. Utility Valuation Analyst

 - 2. Subgroup: Administrative & Budget Analysis
Fatality File Analyst

 - 3. Obsolete Classes to be Abolished
 - a. Housing Projects Manager
 - b. Audiovisual Media Center Supervisor
 - c. Video/TV Production Assistant

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IX. *Individual Classification Appeals

- A. Bernard Schneider, Administrative Services Officer II
Lovelock Correctional Center, Department of Corrections
- B. 6 Compliance/Enforcement Investigator III's
John Arana, Warren Bailey, Scott Balder, David Evans, Mark Medina & John Nelson
Office of the Secretary of State
- C. Jackie Reese, Chief, Enforcement/Registration
Office of the Secretary of State
- D. Francis Arenas, Chief, Investigator Compliance/Enforcement
Office of the Secretary of State
- E. Corinne Digilio, Administrative Assistant I
Community College of Southern Nevada

X. Uncontested Classification Action Report
Posting Notices #01-06 and #02-06

XI. Special Reports

XII. Comments by the General Public

XIII. Select Date for Next Quarter Meeting

XIV. *Adjournment

**Indicates agenda items scheduled to be voted on by the Personnel Commission.*

If anyone has questions or wishes to discuss, in further detail, the items scheduled for this Commission meeting, please contact Shelley Blotter at (775) 684-0119.

We are pleased to make reasonable accommodations for individuals with disabilities who wish to attend this meeting. If special arrangements are necessary, please notify the Department of Personnel in writing at 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204, or call/e-mail Debra Berry at (775) 684-0110, dberry@dop.nv.gov, no less than five working days prior to the meeting.